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Office Memorandum • UNITED STATES GOVERNMENT

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TO : Director of Training
THROUGH : Deputy Director of Training

FROM : Registrar/TR

SUBJECT: Weekly Activity Report No. 26
25 June - 1 July 1958

DATE: 3 July 1958

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Date: 09 MAR 1978 By:

I. SIGNIFICANT ITEM:

Through 30 June, we have authorized 159 cash awards in the language program. Achievement awards totaled 125. Though there were only 34 maintenance awards, the great bulk of awards in the immediate future will be for maintenance. Now that oral testing has been accelerated, awards for comprehensive proficiency will increase.

The total amount of these 159 awards was \$17,500 - an average of \$110 per award. One individual from DD/P and one from DD/S earned the highest single awards to date - \$400 each. A DD/I employee has received awards in three languages aggregating \$700.

By grade, employees in the GS-9 - 13 range accounted for 75% of those earning awards. GS-5 employees earned three awards; GS-16 employees received four. Only 8% of the awards went to employees at or below GS-7 level. This percentage can increase as clerical employees achieve initial proficiency in the Voluntary Language Program.

The cumulative awards total will double in July.

II. OTHER ITEMS:

1. Preparatory to making final arrangements for the attendance of four Agency employees at the FSI Indonesian Course beginning 7 July, we learned that was on annual leave. Fortunately his Division was able to locate him and with the establishment of cover and administrative briefing scheduled for him Thursday afternoon, all arrangements will be completed.

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25X1 2. The extra IOC scheduled to begin 14 July will run. [] had requested an early close-out date, and properly so, to avoid calling guest speakers unnecessarily. By the announced close-out, there were only seven enrolled, of 25 capacity. I checked with Personnel to get a reading on potential EODs, with A&E for any backlog of recent EODs who'd taken the PETB, and with DD/P. It was evident that a DD/P-DD/S running, as announced, would not be worthwhile. By shifting to a DD/I-DD/S running, enrollments jumped to 17 to date.

3. All TLOs were notified by [] of the two OCI briefings to be conducted on Thursday, 3 July and Friday, 11 July. We called all TLOs about the first briefing 20 June and 225 Agency personnel attended; we elected not to do so for the 27 June briefing. The weather outdoors was delightful that day, and it was payday, but nevertheless about 75 showed up. This indicates that it could run on its own momentum. Intelligence School plans a Special Bulletin for the fall program.

4. At the present time the Standards Branch is engaged in a review and consolidation of accumulated file material bearing on non-OTR training. A particular objective is to develop one reference folder containing all policy announcements, decisions, and precedents relating to accreditation of non-OTR training for purposes of CIA Regulation [] instead of having this material scattered in a number of different files.

25X1 5. In response to a query from FSI, relayed to us by C/LAS, [] Assistant Dean, School of Languages, was advised by telephone that CIA requirements for training at the Institute in specified languages during FY 1959, as definitely as can be foreseen now, will amount to:

Hungarian - three persons
Polish - two persons
Greek - three persons

This forecast was based on: (a) FY 1959 external training requirements submitted by Agency components, (b) estimates by LAS as to proportion of requirements to be met internally.

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25X1 6. [] is now working on drafts of job descriptions for R/TR and DR/TR. Earlier he furnished us drafts of all other non-clerical positions except for the Admin Assistant in Standards Branch. Now that Ann
25X1 [] has been on duty long enough, he'll tackle her job description soon. Meanwhile, we are editing his earlier drafts. Gene did a fine job of interviewing members of the Staff and reflecting individual duties based on these interviews.

7. Progress is being made in the preparation of an outline and the organization of content for the Training Officer Orientation course. All elements of the Registrar Staff are cooperating in the project. We are presuming a three-day program to be given individually or to small groups.

8. OSI was informed by memo that anticipated travel by its personnel to guided missile installations would not be incorporated in the OTR external training budget estimates for FY 1959. To the best of our knowledge, there are no other cases in the Office estimates submitted which could not be justified as training requirements.

25X1 9. [] has returned to duty, after several weeks illness. He lost 18 pounds. Among other activities, he met this week with [] and Sam
25X1 [] regarding the PCS moves of 15 OTR employees within the near future. Except for a few cases involving coordination only, we'll handle all the paper work.

10. During the week 25 June - 1 July 1958, there were 612 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

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176 enrolled in 27 classes (8 languages) before hours
85 enrolled in 15 classes (7 languages) after hours
111 enrolled in 22 classes (10 languages) during hours
61 enrolled in 4 Operations School courses
37 enrolled in 1 Communism School course
116 enrolled in 6 Intelligence School courses
26 enrolled in 2 Area School courses

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